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IN REPLY
REFER TO CAHMQ

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

05 MAY 2000

S: July 15, 2000

**MEMORANDUM FOR COMMANDER DEFENSE CONTRACT MANAGEMENT
AGENCY**


SUBJECT: Health Facility Membership (HFM) Annual Reporting Requirement

References stated below at attachment 1, 2, and 3.

- a. DLAR 1330.7, Health Facility Membership for Active Duty Military Personnel, dated 13 Feb 91,
- b. CAAPQ letter, Health Facility Membership for Active Duty Military Personnel, dated 26 Jan 95
- c. AR 2 15-1, Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, dated 25 Oct 98

The Headquarters Defense Logistics Agency Quality of Life (QOL) Program has the responsibility for reviewing the administration and operation of the HFM program for regulation compliance. Field activities have the responsibility of ensuring that reporting requirements and fiduciary responsibilities are fulfilled at the activity level. Please ensure your staff establishes a regular reporting cycle to provide the HQ DLA QOL Program with your HFM required annual reports NLT July 15, 2000.

Reports are to be forwarded through DCMC-BA, ATTN: Ms. Juanita Wheeler, commercial (703) 767-6049 or DSN 427-6049, email: juanita_wheeler@hq.dla.mil. My CAHMQ POC for HFM issues is Ms. Nancy Adams at commercial (703) 767-5376 or DSN 427-5376, email: nancy_adams@hq.dla.mil.


BOBBY E. RESLEY
Chief
Quality of Life

Attachments

cc:
Commander, DCMDE
Commander, DCMDW
Commander, DCMDI





DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304 6 100

DLAR 1330.7

DLA-M

DLA REGULATION
NO. 1330.7

13 Feb 91

HEALTH FACILITY MEMBERSHIPS FOR ACTIVE DUTY MILITARY PERSONNEL

(Supplementation is permitted by primary level field activities (PLFAs).)

I. PURPOSE AND SCOPE. To establish policy, assign responsibilities, and provide procedures for obtaining health facility memberships from appropriated funds. This DLAR is applicable to HQ DLA and **all** DLA field activities.

II. POLICY

A. A decision to request the use of appropriated funds for memberships in **civilian physical** fitness facilities must be made carefully. The following factors will be part of the decision making process:

1. Commuting to the nearest military facility is truly a hardship for assigned military personnel.

2. Memberships will be obtained in multi-purpose facilities for active duty military personnel only. Family memberships are not authorized.

3. The facility does not discriminate as to race or sex.

4. The membership should be in the name of the organization and transferable to any military member of that organization where feasible.

5. A facility close to the **worksite** is preferable.

6. The maximum individual membership funded is \$400; any amount exceeding \$400 must be paid by the service member.

7. Appropriated funds are available locally to procure the memberships.

8. Cost, availability to work, equipment, and **activities** of at least three different facilities will be compared.

9. The use of **local** college and university facilities, especially those which have ROTC programs, should be examined and compared with the commercial health facilities.

10. Written documentation such as a sign in/out register will be available to substantiate utilization of the facility where membership is obtained.

11. Requests for renewal of an existing contract with the same facility will include sufficient

documentation to show frequency of use and that use of appropriated funds is warranted.

B. The use of appropriated funds for memberships in civilian physical fitness facilities will be scrutinized carefully to avoid criticism of the Agency. Therefore, approval for the use of locally available appropriated funds will be made by HQ DLA to provide for consistent application of the guidelines of this **regulation**. The Staff Director, Office of Military Personnel, will approve those requests that meet the policy criteria in subparagraph A above. The Committee for Health Facility Memberships (**CHFM**) will decide on those requests that are an exception to policy.

C. Membership in the CHFM will be:

1. Staff **Director**, Office of Military Personnel HQ DLA (DLA-M); Chairperson.

2. General Counsel, Office of General Counsel HQ DLA (DLA-G).

3. Deputy Executive Director, Directorate of Contracting, HQ DLA (DLA-PD).

4. Deputy Comptroller, Office of Comptroller HQ DLA (DLA-CD).

5. Recorder, Office of Military **Personnel**, HQ DLA (DLA-M).

III. BACKGROUND. There is a need for all military personnel to be physically fit. Many military personnel in DLA are assigned to **locations** too remote from a military installation to enable them to use the physical fitness facilities. Appropriated funds may be used in certain **circumstances** to purchase organizational memberships in physical fitness organizations providing **suitable** facilities such as gymnasiums, running tracks, **athletic** fields, shower/locker facilities, **recreational** centers, and community centers. However, **appropriated funds** are **not** authorized to be used for **health** spas, golf courses, bowling alleys, **sports**

clubs, tennis courts, racquet clubs, or swimming
*pools not included as part of a gym or recreation
center.

IV. SIGNIFICANT CHANGES. This DLAR is revised to provide a standard format for submitting requests for approval to HQ DLA. (See enclosure 1.)

V. RESPONSIBILITIES

A. HQ DLA

1. The CHFM will approve/disapprove those requests for the use of locally available appropriated funds for memberships in commercial physical fitness facilities that are exceptions to the policy criteria in paragraph IIA above.

2. The Staff Director, Office of Military Personnel, DLA (DLA-M) will :

a. Approve those requests for the use of **locally** available appropriated funds for memberships in

commercial physical fitness facilities that meet the policy criteria in paragraph IIA above.

b. Appoint the **Recorder**.

3. The Recorder, HQ DLA will perform the necessary administrative details to receive requests from primary level field activities (**PLFAs**), prepare **agendas**, record Committee actions, and prepare correspondence advising the **PFLAs** of the Committee's decisions..

B. The Heads of DLA PLFAs will submit requests for the use of locally available funds in accordance with the procedures in paragraph VI below.

VI. PROCEDURES

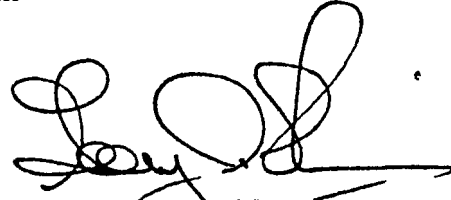
A. **All** requests from the **PLFAs** will be submitted on the standard format in enclosure 1 to this DLAR.

B. The requests will be forwarded to HQ DLA, ATTN: DLA-M, at least 45 days prior to the desired effective date.

BY ORDER OF THE DIRECTOR

1 Encl

Request to Obtain **Health** Facility
Membership(s) from Appropriated Funds



GARY C. TUCKER
Colonel, USA
Staff Director, Administration

DISTRIBUTION

2

COORDINATION: DLA-CD, DLA-G, DLA-KS,
DLA-LP, DLA-LR, DLA-PD

REQUEST TO OBTAIN HEALTH FACILITY MEMBERSHIP(S) FROM APPROPRIATED FUNDS

1. NEAREST MILITARY INSTALLATION

- a. Name _____
- b. Miles from place of work _____
- c. Driving time from place of work _____

2. EXPLANATION AS TO WHY THE MILITARY FACILITIES CANNOT BE USED, PARTICULARLY WHERE THE DISTANCE IS LESS THAN 20 MILES OR 30 MINUTES DRIVING TIME

3. A STATEMENT THAT PHYSICAL FITNESS FACILITIES ARE NOT AVAILABLE WITHOUT COST

4. INDICATE THAT APPROPRIATED FUNDS ARE AVAILABLE LOCALLY

5. THREE LOCAL FACILITIES COMPARED

	<u>Name</u>	<u>Yearly cost</u>	<u>Type of Membership</u>	<u>Distance from Work</u>		<u>Equipment & Programs</u>
				<u>Miles</u>	<u>Time</u>	
a.	_____	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____	_____

6. FACILITY SELECTED

- a. Name _____
- b. Miles from place of work _____
- c. Travel time from place of work _____
- d. Type of membership _____
- e. Period covered by membership _____
- f. Number of memberships _____
- g. Cost per membership _____
- h. Facilities available _____
- i. Rationale for selecting this facility _____

7. OTHER INFORMATION CONSIDERED NECESSARY TO SUPPORT THE REQUEST



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100



IN REPLY
REFER TO CAAP

26 JAN 1995

SUBJECT: Health Facility Membership for Active Duty Military Personnel

THRU: General Counsel

TO: Commanders of the Defense Contract Management Districts

1. References:

- a. DLAR 1330.7, 13 Feb 91, subject as above (encl 1)
- b. DLA-M letter, 8 Apr 93, subject as above (encl2)
- c. AR 2 15-1, Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 10 Oct 90

2. Interim guidance amending referenced policy for DLA health facility memberships for active duty military personnel follows:

a. Paragraph II.A.6. Delete this paragraph and replace with the following: **Contracted organizational memberships, when viewed in the context of local, DLA, and DoD standards and procedures, shall be the most cost effective choice for the government.**

b. Paragraph II.B. Delete this paragraph and replace with the following: **Procedures, authorization, and use of appropriated funds for contracted organizational memberships in commercial physical fitness facilities must withstand public scrutiny and avoid the appearances of any improprieties that could bring criticism to the Agency. Field Activity Commanders will review all membership requests. If Commanders approve a request, appropriated funds are authorized to pay for the membership. Commanders will ensure usage factors and proper sign-in sheets are maintained IAW this regulation for the purpose of audits, and that statistical and financial reports required by AR 215-1 are forwarded to CAAPQ within 30 days of the end of each quarter and the end of the fiscal year.**

c. Paragraph II.C. Membership in the CHFM will be: **Delete this paragraph in its entirety.**

3. Interim guidance amending referenced responsibilities for DLA health facility memberships for active duty military personnel follows:

CAAP PAGE 2
SUBJECT: Health Facility Membership for Active Duty Military Personnel

a. Paragraph V. Responsibilities **Delete this paragraph and replace with the following:**

1. **HO DLA** The Chief, Quality of Life Program (CAAPQ) will:

a. Consolidate and maintain statistical and financial reports required by regulation.

b. Program for appropriated funding through the POM process.

c. Annually review District records for compliance with requirements.

2. The **Commanders of Field Activities** will review and approve requests, contracts, and funds; they will also maintain records and provide reports in accordance with requirements elsewhere in this regulation.

Paragraph VI. Procedures **Delete this paragraph in its entirety.**

4. The purpose of the above changes is to give you more control by decentralizing the **decision-**making process. With this goes risks. In the past, we minimized the risks for your activity by being the decision authority. Now, this responsibility falls to you--our DCMC Commanders. As you adjust to this new responsibility, you may have questions as to the appropriateness of a request. If you do, my **staff** is available to provide you advice. Please do not hesitate to ask us for assistance. Our goal, in this area, is to help you take care of your people's needs, but to do it without making any embarrassing commitments in the process.

5. These modifications will be incorporated in the next revision of DLAR 1330.7, but are effective immediately. For further information, contact Mr. Paul Piper at DSN 284-6486.

Signed

2 Encl

JAMES C. WHITE
Colonel, USAF
Staff Director
(Military Personnel)

(ARMT) is an
Fund to
MWR
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AMWRF
in funds

The following guidance applies in determining which account codes apply to MWR:

(1) All H-series codes are reportable except:

(a) Program Code HD (unit activities) is limited to support of unit day rooms.

(b) Program Code HG (official TDY transient lodging) is limited to administering the NAF segment of transient lodging. If less than 25 percent of available workload is devoted to administering the NAF segment, do not report as MWR.

(2) All J (Basic Community Support Activities), K Enhanced Community Support), and L-series (Business Activities) codes are reportable.

(3) P-series codes (Family/Community Support) are reportable.

(4) Reportable R-series codes (Management/Staff Support Functions) include only support related to MWR. If such support is less than 25 percent of available workload, do not report. The following codes are not reportable:

(a) Code RD (Other DCA (or equivalent) Support).

(b) Codes RK, RL, RM, and RN. These codes are reserved for MACOM and HQDA funds.

(5) No S-series codes (Army Community Services) are reportable.

(6) Codes in the T series (Supplemental Mission) are reportable only to the extent that APF support directly relates to the administration of the NAF segment. If less than 25 Percent of available workload is devoted to NAF administration, do not-report. Code TP (Scouting) is not reportable.

(7) All U-series codes (Joint Services Activities) are reportable.

11-28. Integrated facilities system

a. The Integrated Facilities System is a Standard Army Management Information System (STAMIS) that supports the installation DPW and is installed at most CONUS installations. It accumulates costs of maintenance, repairs, and alterations by facility and produces the Facility Reference Report. This report identifies job order costs for facilities occupied by MWR activities and can be used to help capture MWR engineering support costs.

b. Utility costs must be based on meter readings, contract bid schedules; or engineer estimates. Sales agreements, prescribed in AR 420-41, will specify methods of determining utilities consumption.

11-29. Consolidated execution report

a. The APF section of this report will reflect all current fiscal year obligations.

(1) The information will be displayed by appropriation, MWR account codes, and object class.

(2) All nonreimbursable APF obligations supporting MWR, whether defined as direct or indirect, are reportable. When one appropriation reimburses another, data is reported under the appropriation that provides final funding.

(3) Incidental costs that have no impact on the significance of overall MWR obligations are not reported in detail. APF support routinely allocated to MWR that does not incur any additional or incremental costs, such as personnel, are not reported.

(4) Management or staff support functions that benefit only a specific MWR activity are reported under that activity's code. Support functions supporting all MWR activities are reported under the applicable R-series codes.

(5) MWR data (except MPA and MCA) are included for the obligations on the monthly RCS CSCFA-218 Report. MWR specific data are extracted semiannually.

b. APF object class descriptions are explained as follows:

(1) **Military personnel.** Costs for military personnel assigned or used in MWR activities are computed at the annual composite standard rate for the fiscal year. HQDA will cost these personnel according to the information provided on the personnel strength report.

(2) **Civilian personnel.** Costs for civilian personnel supporting MWR are identified by salaries or wages and services and benefits.

Personnel costs are accrued in proportion to time spent (permanent, temporary, intermittent, or collateral duty) in performing MWR-related duties. This does not include indirect personnel costs that are captured as part of a subsidiary costing system, such as auditing services, or costs of APF personnel who spend less than 25 percent of their workday on MWR activities. The cost of DPW personnel who perform repair and maintenance of MWR facilities is reported under "Facilities Repair and Maintenance."

(3) **Utilities.** This includes the cost of heat, light, power, water, gas, electricity, and steam. It does not include transportation and communication services nor sewage disposal and trash and garbage removal. Utility costs are reported for all buildings and facilities used entirely or principally for MWR. Where only a portion of the space is used for MWR purposes, the DPW computes utility costs using engineering cost standards. Metering devices should be installed where MWR activities consume significant amounts of utilities. Costs are prorated on the basis of relative square footage if this does not result in distortion.

(4) **Rents.** Costs include rental of real property and equipment, except transportation equipment. Where an MWR activity occupies only a portion of a space rented by the Government, APF rental charges are allocated to MWR. Relative square footage is used as the basis for allocation if this does not result in distortion.

(5) **Communications.** This includes cost of communication services and equipment paid by APFs. Examples include postage, telephone, and teletype services, or telephone installation charges. Costs include fair and reasonable charges for the use of telephones.

(6) **Maintenance and repair of equipment.** This includes costs of maintenance, repair, overhaul; or rework of equipment.

(a) Minor construction includes costs of any new minor construction and any additions, expansions, extensions, alterations, conversions, replacements, or relocations of existing facilities. See AR 420-10 for APF funding limitations. Direct material and labor costs are reported when maintenance, repair, or minor construction funded from APFs is performed for MWR activities. Where subsidiary costing systems are available to allocate maintenance, repair, or other minor work, such allocation is applied. Examples include general and administrative expenses, supplies and miscellaneous materials, and equipment use charges. Overhead allocation is necessary to preclude underestimating maintenance, repair, and construction costs.

(b) Maintenance, repair, and construction costs allocated on the basis of a job costing system (using fixed charges or unit costs for specific categories of maintenance) are used if such systems provide a reasonable aggregate estimate of costs. Costs are allocated to MWR activities on the basis of a job order system.

(c) Maintenance, repair, and minor construction of a shared facility not directly identified with either the MWR or non-MWR portions are allocated on a reasonable basis, such as relative square footage.

(7) **Supplies.** This includes the cost of expendable supplies and low-cost items that do not justify the same degree of accountability required for capital equipment. Examples include office supplies and certain athletic and recreation equipment. It does not include supplies used for maintenance and repair, which are reflected in either "Maintenance and Repair of Equipment" or "Maintenance and Repair of Facilities."

(8) **Equipment.** This includes the cost of any item of furniture, fixtures, or equipment that is not considered an investment. It does not include equipment rental costs.

(9) **Transportation of things.** This includes transportation expenses using either contract or Government resources. It also includes contractual charges incurred by:

(a) Common and contract carriers.

(b) Rental of trucks and other transportation equipment.


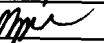
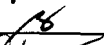
(c) Use of nonpassenger vehicles from motor pools.

(d) Use of Government airlift, sealift, and other transportation or logistical support.

(e) Transportation of household goods related to permanent change of station (PCS) travel for civilians transferred to full-time positions in MWR programs and activities. Expenses are charged to

Prepared by: Juanita Wheeler/DCMA-HR/767-6049/5-23-00

Coordination:

DCMA-FBF 
DCMA-FB2 
DCMA-FBI 
DCMA-FB 